



Controller *John Chiang*

California State Controller's Office

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055. For Voice / Relay Services, please call: 711.

Position:

(5010) Staff Services
Analyst/Associate Governmental
Program Analyst

Position #:

051-220-5157-XXX / 051-220-5393-
157

Salary Range:

\$2,873 - \$4,671 / \$4,488 - \$5,618

Issue Date:

10/10/2014

Contact:

Muang Saechao (916) 322-3682

Location:

Personnel/Payroll Services
Division
300 Capitol Mall, Suite 1001
Sacramento, CA 95814

Final Filing**Date:**

October 23, 2014

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

**Submit a Std.678 State
Application and Resume to:**

State Controller's Office

Personnel/Payroll Services
Division

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Applications will be screened and only the most qualified will be interviewed.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under the supervision of a Staff Services Manager II, the incumbent is responsible for performing increasingly complex assignments including business analysis, design and implementation of modifications to the existing legacy human resources systems business processes, and processes to support the new Human Resource Management System (HRMS) currently under development by the 21st Century project team. The incumbent will perform a full range of analytical functions associated with statewide personnel and payroll services including process and procedure documentation and improvement, project management for critical projects, complex statistical tracking and report, development and maintenance of a detailed resource library and training documentation, and performing legislative analysis. Specific duties include but are not limited to the following:

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

DUTIES WILL BE COMMENSURATE WITH LEVEL HIRED

- Evaluate the impact of the new HRMS to existing business processes and propose a course of action to lead analysts. Define current process flows in Operations and make recommendations of how these can change to streamline the process to be more efficient and to be in line with the future state.
- Act independently and work with a Senior Information Systems Analyst to coordinate with and assist staff in documenting as-is

ATTN: Muang Saechao

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Please write “051-220-5157-XXX/051-220-5393-157” on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

Statewide

business processes and procedures which will be used in developing training materials. Ensure that all process and procedure documentation is maintained and regularly reviews and updated by staff to reflect changes as needed.

- Interpret processes and functions of the existing personnel and payroll systems, as well as other business practices and processes in order to ensure the successful implementation of system changes/modifications. Interpret the processes and functions of the new HRMS system to ensure the successful implementation of the system changes/modifications and their impact on current legacy based operations.
- Provide analytical support to the various Operations Units regarding impacts of new business processes affecting production programs. Research and analyze affected program area to develop a work plan for the implementation of new/enhanced processes or procedures including verification of expected results.
- Identify and recommend enhancements to current processes to increase efficiency, accuracy, and ease of use by our client group comprised of the Human Resource Office of the civil service agencies and the California State College and University system. Facilitate project team meetings or task force operations relative to special processing. Ensure all internal and external resource documentation is revised/updated with the most current reference source/document instructions. Provide reports to management documenting results, success of implementation and any outstanding issues remaining to be resolved.
- Research, analyze and respond to complex client inquiries regarding payroll adjustments and deduction application. The response must be developed and written clearly and concisely to explain how a specific process works to arrive at a specific result. Provide a high level of customer support to specific clients, such as the elected officials, as an alternative to normal liaison contacts as needed.
- Serve as a point of contact for information from IT Support staff or the Program Management and Analysis Bureau that would necessitate Client Builder updates or Legacy system changes.
- Review and analyze proposed legislation and advise management on the impact or potential impact to operations.

Desirable Qualifications:

- Familiarity with the department's Personnel/Payroll Services Division.
- Ability to apply laws, rules, regulations and bargaining unit contract provisions as they apply to the Payroll and Employment History system.
- Ability to work on a variety of subject areas at the same time.
- Strong organizational skills and a commitment to provide quality customer service.
- Demonstrate a high degree of initiative, independence and analytical ability.
- Ability to use tact and good judgment.
- Ability to gain and maintain cooperative working relationships with all levels.
- Ability to effectively communicate.

The State Controller's Office is committed to providing an equal employment opportunity to all, providing reasonable accommodations, prohibiting sexual harassment and discrimination based on race, color, ethnicity, national origin, ancestry, sex (gender identity), age, disability, genetic information, religion, sexual orientation, political affiliation, marital status, pregnancy, military status, and to providing protection against retaliation. Rev. 8/12